

# **Policy on Necessary Engineering Equipment**

Traffic Engineering and Safety Systems Branch  
North Carolina Department of Transportation  
April 9, 2008

It is the policy of the Traffic Engineering and Safety Systems Branch (TESSB) to provide, and install when necessary, engineering equipment that is deemed necessary for its employees to carry out their duties and responsibilities. This Policy on Necessary Engineering Equipment outlines the conditions that some engineering equipment may be purchased for, and used by, TESSB employees and installed into vehicles (state or personal) when and where necessary.

## **A. Cameras**

1. The TESSB will provide and maintain a pool of cameras for use by TESSB employees. However, the TESSB will also make cameras available to those individuals for routine use of the camera is necessary due to the nature of their work but using a camera from the pool is not feasible. This would apply directly to Regional Traffic Engineers, Regional Traffic Support Engineers, and Regional Traffic Safety Engineers. This may also apply to other TESSB employees on a case by case basis.
2. A waiver (form PONEE-1) must be signed and approved by individuals and their Unit Head when cameras are assigned.
3. Cameras assigned to an individual shall be maintained in good working order by that individual and will not be upgraded unless the State Traffic Engineer determines that an upgrade is necessary. The cost of replacement of cameras that are lost, damaged, or destroyed through an act of God or theft (providing the camera was secured at the time) will be the responsibility of the TESSB. Cameras lost, damaged, or destroyed through abuse or neglect may result in disciplinary action.
4. Cameras must be returned when the individual is no longer employed with the TESSB, the equipment is being upgraded, or their duties within TESSB no longer necessitate the need for an individual camera, and verification of the return must be signed by the Unit Head.

## **B. Strobe Lights**

1. The TESSB will use two types of strobe lights. The first type (Type 1) will be a portable and removable compact and self-contained strobe light assembly (amber/white or white/white) that can be placed in, and removed from, the rear window of a vehicle and plugged into the vehicle's power outlet. The second type (Type 2) will consist of four white strobes, one installed in a light fixture at each corner of the vehicle, and wired directly into both the vehicle and a control box.

2. The TESSB will have Type 2 strobe lights installed in state vehicles assigned to, or purchased by, the TESSB within a reasonable time period following acquisition of the vehicle, based on vehicle assignment to staff needing the strobe light equipment
3. Some employees choose to use personal vehicles to carry out their job responsibilities rather than to be assigned, or check out, a state vehicle. Strobe lights will be made available for personal vehicles where employees are moving slowly through traffic or are stopping, standing, or parking on shoulders as part of their job responsibilities. Employees who are exposed to these conditions on a regular or frequent basis will have the option of receiving Type 1 or Type 2 strobe lights for their personal vehicles. Employees who are exposed to these conditions on an occasional or infrequent basis will only have Type 1 strobe lights made available to them.
4. The TESSB will pay the installation cost for employees who are eligible for, and choose to install, Type 2 strobe lights in their personal vehicles. This will be a one-time installation cost for a minimum of 100,000 reimbursable miles or five years, whichever comes first. If the individual no longer uses the vehicle in which the Type 2 strobe lights are installed, then they must either return the control box or pay the installation cost to have the Type 2 strobe light equipment installed in another vehicle. In the case of the latter, TESSB will furnish additional wires, bulbs, and other necessary equipment for the installation, but the control box must be removed from the original vehicle for use in the newer vehicle.
5. The TESSB will not be held liable for any damage or loss of value to personal vehicles where Type 2 strobe lights are installed.
6. A waiver (form PONEE-2) must be signed and approved by individuals and their Unit Head when strobe lights are assigned.
7. Strobe lights assigned to an individual shall be maintained in good working order by that individual and will not be upgraded unless the State Traffic Engineer determines that an upgrade is necessary. The cost of replacement of strobe light equipment that is lost, damaged, or destroyed through an act of God or theft (providing the strobe light assembly or equipment was secured at the time) will be the responsibility of the TESSB. Strobe light equipment lost, damaged, or destroyed through abuse or neglect may result in disciplinary action.
8. Type 1 strobe lights, or the control box for Type 2 strobe lights, must be returned when the individual is no longer employed with the TESSB, the equipment is being upgraded, or their duties within TESSB no longer necessitate the need for strobe lights, and verification of the return must be signed by the Unit Head.

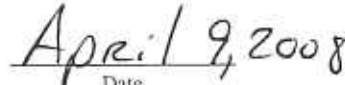
### **C. Distance Measuring Devices**

1. The TESSB will have distance-measuring devices installed in state vehicles assigned to, or purchased by, the TESSB within a reasonable time period following acquisition of the vehicle, based on vehicle assignment to staff needing the distance measuring equipment.

2. Some employees choose to use personal vehicles to carry out their job responsibilities rather than to be assigned, or check out, a state vehicle. Distance measuring devices will be made available by the TESSB for installation in personal vehicles where routine use of the equipment is necessary due to the nature of the individual's work. This would apply directly to Regional Traffic Engineers, Regional Traffic Support Engineers, and Regional Traffic Safety Engineers. This may also apply to other TESSB employees on a case by case basis.
3. The TESSB will pay the installation cost for employees who are eligible for, and choose to install, a distance measuring device in their personal vehicles. This will be a one-time installation cost for a minimum of 100,000 reimbursable miles or five years, whichever comes first. If the individual no longer uses the vehicle in which the distance-measuring device is installed, then they must either return the distance-measuring device or pay the installation cost to have the equipment installed in another vehicle. In the case of the latter, TESSB will furnish additional wires and other necessary equipment for the installation, but the distance measuring device must be removed from the original vehicle for use in the newer vehicle.
4. The TESSB will not be held liable for any damage or loss of value to personal vehicles where distance-measuring devices are installed.
5. A waiver (form PONEE-3) must be signed and approved by individuals and their Unit Head when distance-measuring devices are assigned.
6. Distance measuring devices assigned to an individual shall be maintained in good working order by that individual and will not be upgraded unless the State Traffic Engineer determines that an upgrade is necessary. The cost of replacement of distance measuring device equipment that is lost, damaged, or destroyed through an act of God or theft (providing the strobe light assembly or equipment was secured at the time) will be the responsibility of the TESSB. Distance measuring device equipment lost, damaged, or destroyed through abuse or neglect may result in disciplinary action.
7. The distance measuring device must be returned when the individual is no longer employed with the TESSB, the equipment is being upgraded, or their duties within TESSB no longer necessitate the need for the equipment, and verification of the return must be signed by the Unit Head.

**Policy Approval**

  
\_\_\_\_\_  
State Traffic Engineer

  
\_\_\_\_\_  
Date

# Waiver for Assignment of Camera

Traffic Engineering and Safety Systems Branch  
North Carolina Department of Transportation  
April 9, 2008

I, \_\_\_\_\_, have read the Traffic Engineering  
(print name)  
and Safety Systems Branch's Policy on Necessary Engineering Equipment and agree to the  
following:

- I will maintain the camera in good working order.
- I understand that I am responsible for the assigned camera and that disciplinary action may result if it is lost, damaged, or destroyed through any abuse or neglect on my part.
- I will return the camera when I am no longer employed by the TESSB, the camera is being upgraded, or when my duties no longer necessitate the need for an individual camera.
- I agree that I have received the camera described by the make, model, serial number, and fixed asset number listed below:

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Fixed Asset Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

(Unit Head)

Camera Returned On: \_\_\_\_\_

Verified: \_\_\_\_\_

(Unit Head)

Date: \_\_\_\_\_

# Waiver for Assignment and/or Installation of Strobe Lights

Traffic Engineering and Safety Systems Branch  
North Carolina Department of Transportation  
April 9, 2008

I, \_\_\_\_\_, have read the Traffic Engineering  
(print name)  
and Safety Systems Branch's Policy on Necessary Engineering Equipment and agree to the  
following:

- I will maintain the strobe lights and equipment in good working order.
- I understand that I am responsible for the assigned strobe light equipment and that disciplinary action may result if it is lost, damaged, or destroyed through any abuse or neglect on my part.
- I will not hold the TESSB, NCDOT, or any other business unit within the NCDOT liable for damage or loss of value to my personal vehicle resulting from the installation, or use, of strobe light equipment.
- I will return the strobe light assembly (if Type 1) or strobe light control box (if Type 2) when I am no longer employed by the TESSB, the equipment is being upgraded, or when my duties no longer necessitate the need for the equipment.
- I agree that I have received the strobe light assembly/equipment described by the make, model, serial number, and type listed below:

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Strobe Light Type:    1       2

Vehicle Year: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Mileage: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

(Unit Head)

Strobe Light Control Box Returned On: \_\_\_\_\_

Verified: \_\_\_\_\_

Date: \_\_\_\_\_

(Unit Head)

# Waiver for Assignment and Installation of a Distance Measuring Device

Traffic Engineering and Safety Systems Branch  
North Carolina Department of Transportation  
April 9, 2008

I, \_\_\_\_\_, have read the Traffic Engineering  
(print name)  
and Safety Systems Branch's Policy on Necessary Engineering Equipment and agree to the  
following:

- I will maintain the distance-measuring device in good working order.
- I understand that I am responsible for the assigned distance-measuring device equipment and that disciplinary action may result if it is lost, damaged, or destroyed through any abuse or neglect on my part.
- I will not hold the TESSB, NCDOT, or any other business unit within the NCDOT liable for damage or loss of value to my personal vehicle resulting from the installation, or use, of a distance measuring device.
- I will return the distance measuring device when I am no longer employed by the TESSB, the equipment is being upgraded, or when my duties no longer necessitate the need for the equipment.
- I agree that I have received the equipment described by the make, model, and serial number listed below:

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Mileage: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

(Unit Head)

Distance Measuring Device Returned On: \_\_\_\_\_

Verified: \_\_\_\_\_

Date: \_\_\_\_\_

(Unit Head)